



# Loan Commitment System On-Demand Process Guide: *Home Improvement Loans*

# Loan Commitment System

## Home Improvement Programs

### On-Demand Process Guide

- The following On-Demand process guide is a presentation designed to walk Minnesota Housing Lending Partners through the steps needed to commit and work with loans in the Loan Commitment System.
  - It should only be used as a reference/resource guide.
  - Lenders are encouraged to register for Loan Commitment System training prior to viewing this guide.

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Users may click through and view the entire guide, or click on one of the links to the left to go directly to a specific section

# Loan Commitment System Basics

## Getting Started

- Access the Loan Commitment System using Internet Explorer only
  - Mozilla Firefox and similar internet access software are not compatible with the Loan Commitment online system
- Internet Explorer versions 8 & 9 need to be made compatible with the Loan Commitment online software in order for it to work properly
- Please reference the [following guides](#) if you are experiencing problems

# Loan Commitment System Basics

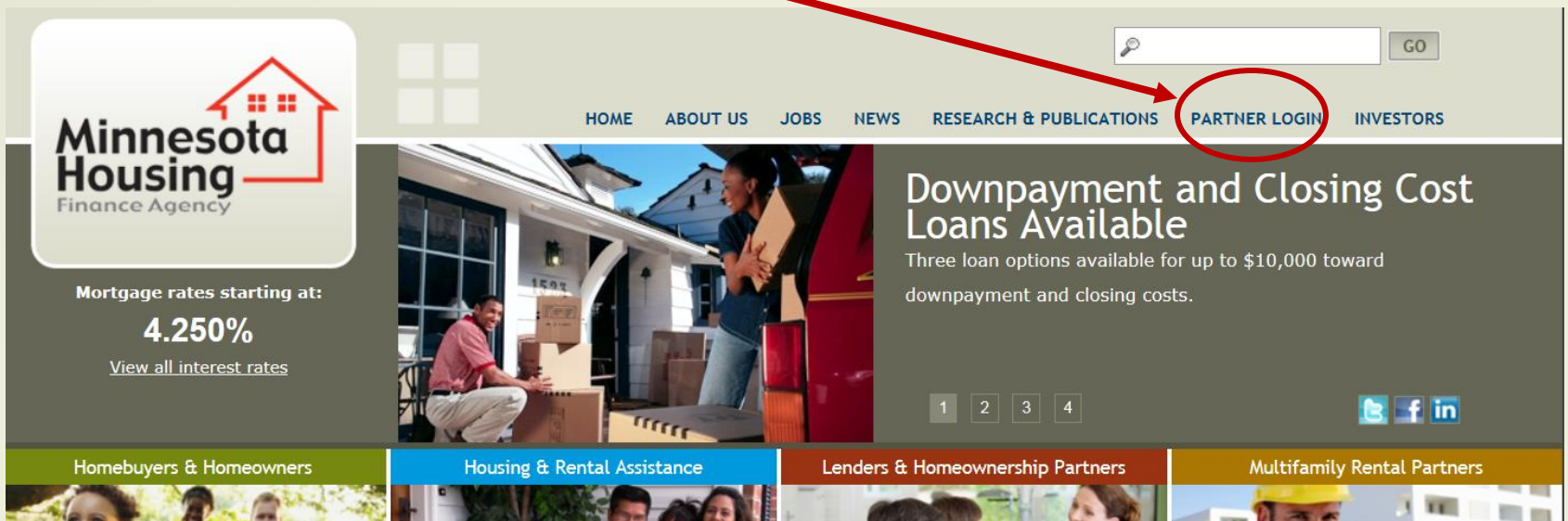
## Web Administrator

- Assigns user names and passwords
- Adds new users
- Manages access/privileges for users



# New Loan Commitment

1. Go to [mnhousing.gov](http://mnhousing.gov).
2. Access Partner Login located in the upper right corner.



# New Loan Commitment

[Home](#) > [Partner Login](#)

## Secure Login

### Single Family Applications

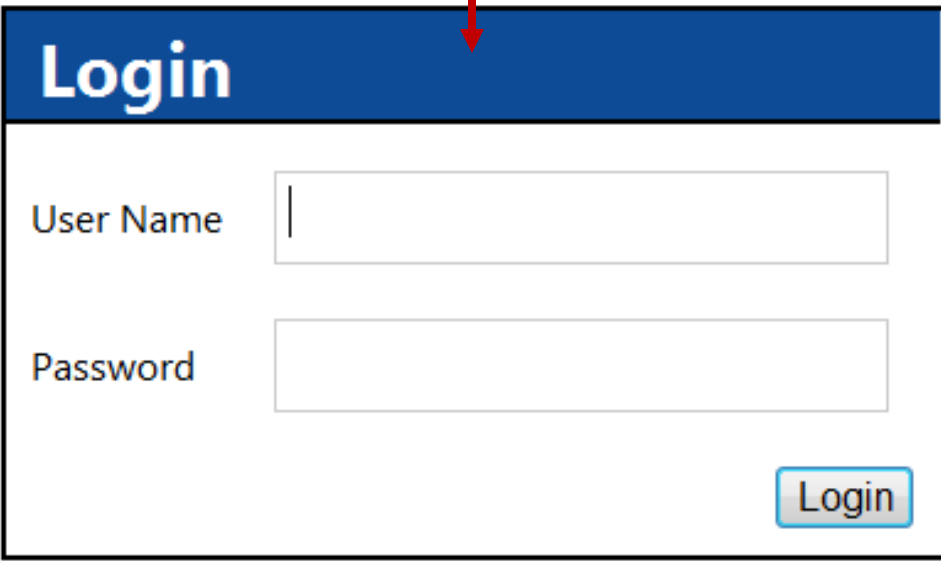

[Loan Commitment System](#)

Users may experience functional issues (such as cannot add a borrower or open a loan) within the Loan Commitment System if users have modified their default Internet Explorer 9 (IE9) settings. These functional issues will be resolved by [restoring the IE9 default settings](#).

Click on “Loan  
Commitment System.”

# New Loan Commitment

Enter the User Name and Password supplied to you by your internal Web Administrator for Minnesota Housing. Contact your internal Minnesota Housing Web Administrator if you do not have or do not remember your user name and password.



The login form is titled "Login" in a blue header. It contains two input fields: "User Name" and "Password". The "User Name" field has a vertical cursor. A blue "Login" button is located at the bottom right of the form.



# New Loan Commitment

Click on “Single Family Web Management.”

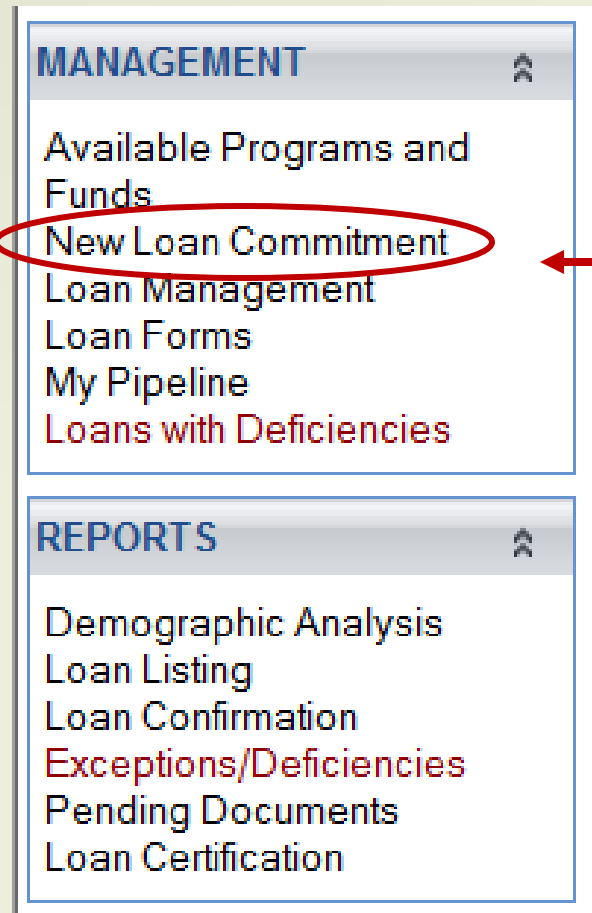


# System Navigation

- This “Loading” symbol will appear when information is being processed.  
Interrupting while a page is loading will require you to log in again and start over
  - Do not click the back arrow
  - Do not hit backspace



# New Loan Commitment



Click on “New Loan Commitment”

# New Loan Commitment

Select the "Program Choice" tab.

The MHFA Homes Division offers products and services to help Minnesotans buy and fix up their home.

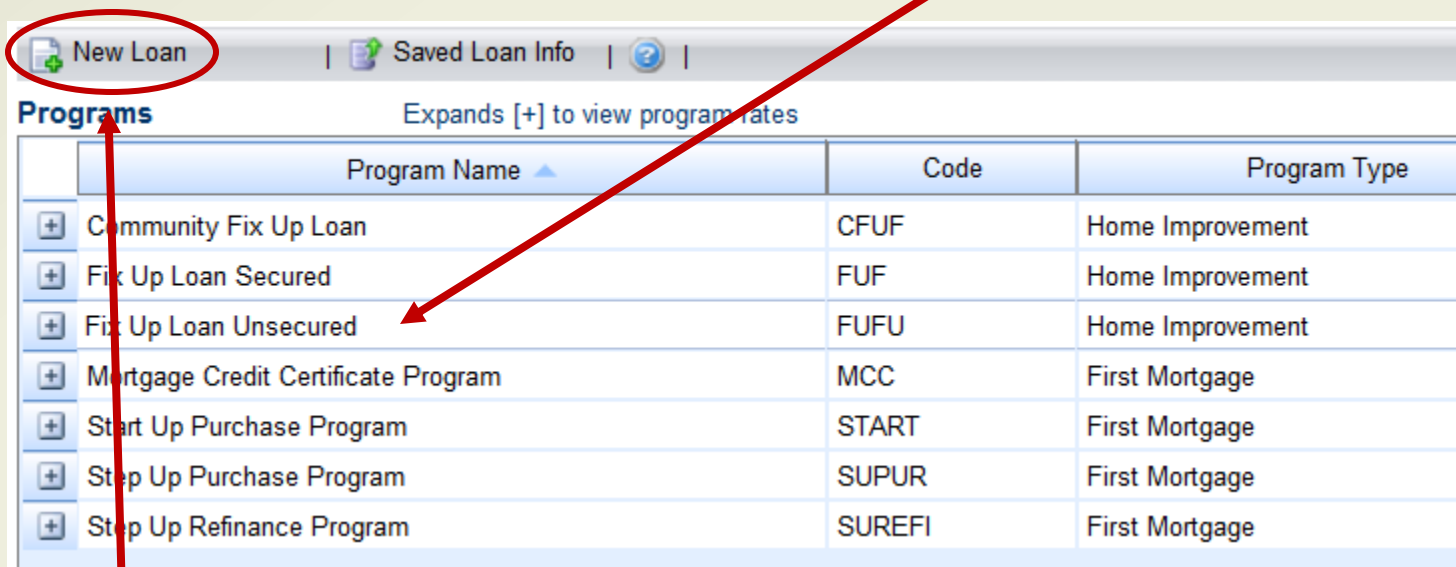
Please select from the following financing options:

	Program Type
<input type="checkbox"/>	First Mortgage
<input type="checkbox"/>	Down Payment
<input type="checkbox"/>	Home Improvement
<input type="checkbox"/>	Foreclosure Prevention

Do NOT  
click on the  
Program  
Type.

# New Loan Commitment

1. Single click the program under which you will reserve funds.



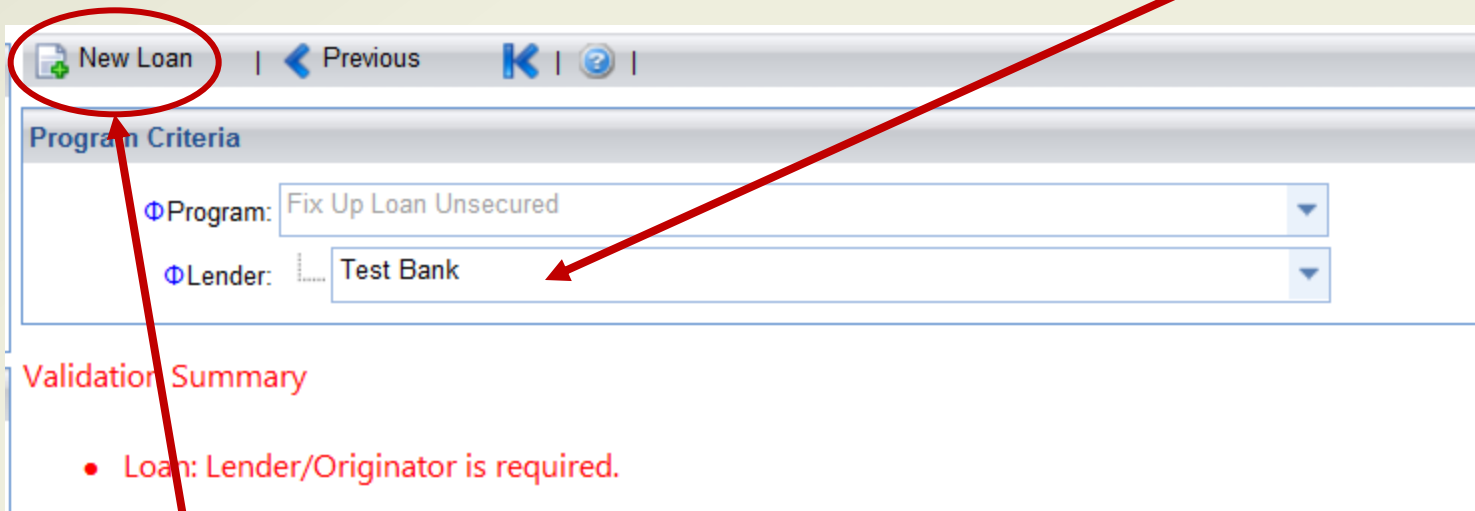
The screenshot shows a web application interface with a top navigation bar containing three tabs: 'New Loan' (highlighted with a red circle), 'Saved Loan Info', and a help icon. Below the tabs is a section titled 'Programs' with a subtext 'Expands [+] to view program rates'. A table lists various loan programs. A red arrow points from the 'Fix Up Loan Unsecured' row in the table to the 'New Loan' tab.

	Program Name ▲	Code	Program Type
[+]	Community Fix Up Loan	CFUF	Home Improvement
[+]	Fix Up Loan Secured	FUF	Home Improvement
[+]	Fix Up Loan Unsecured	FUFU	Home Improvement
[+]	Mortgage Credit Certificate Program	MCC	First Mortgage
[+]	Start Up Purchase Program	START	First Mortgage
[+]	Step Up Purchase Program	SUPUR	First Mortgage
[+]	Step Up Refinance Program	SUREFI	First Mortgage

2. Click "New Loan."

# New Loan Commitment

1. Select your branch from the drop down selections. If you have questions or don't see your branch, contact your internal Web Administrator.



The screenshot shows a web application interface for creating a new loan. At the top, there is a navigation bar with a 'New Loan' button (highlighted by a red circle), a 'Previous' button, and a search icon. Below the navigation bar is a section titled 'Program Criteria'. This section contains two dropdown menus: 'Program' (set to 'Fix Up Loan Unsecured') and 'Lender' (set to 'Test Bank'). A red arrow points from the 'Lender' dropdown to the instruction box above. Below the 'Program Criteria' section is a 'Validation Summary' section, which contains a red error message: 'Loan: Lender/Originator is required.' A red arrow points from this error message to the instruction box below.

2. Click on "New Loan."

# New Loan Commitment

This is the main work area. Click on each tab to enter information.

Minnesota Housing Finance Agency

» MNHousing.gov » Census Tracts » Zip + 4 » Current Interest Rates

MANAGEMENT

- Available Programs and Funds
- New Loan Commitment
- Loan Management
- Loan Forms
- My Pipeline
- Loan Exceptions

REPORTS

- Demographic Analysis
- Loan Listing
- Loan Confirmation
- Overdue Exception
- Pending Documents
- Loan Certification

GENERAL

- Help
- Home
- Log Off

Administrator Info

Action | Submit | Delete | Backup Loan | Create Report | K | ?

New Loan Commitment Details

Lender: 999901 | Test Bank | Program: Fix-Up Fund Loan Program

Loan Info **Property Info** Borrowers Finance Optional

Loan Number:

Lender Loan Number:

Commitment Date:

Interest Rate:

Amortization: Simple Interest

Estimated Closing Date:

Loan Amount: \$0.00

Term in Months: 0


P&I: \$0.00

Disability Improvement: ☐

See Loan Details

Do NOT enter rehab details at New Loan Commitment Stage.

Click on calculator to calculate P&I.

The fields marked with this symbol  are required fields.

# New Loan Commitment

## Loan Info Tab - Secured Loans

Select the appropriate interest rate from the drop down box for secured or unsecured.

Interest Rate:

Amortization:

4.0000 % - First Lien  
4.9900 % - Energy/Accessibility Incentive  
5.9900 % - Subordinate Lien

**Secured**

Interest Rate:

Amortization:

6.4900 % - Auto-pay Incentive  
6.9900 % - Regular  
Simple Interest

**Unsecured**



# New Loan Commitment

## Property Info Tab

Submit | Add Additional | Backup Loan | Quick Search | Confirmation Report | ? | **New Loan Commitment - Detail**

Lender: 999903 | Test Bank - Inver Grove Heights | Program: Fix Up Loan Secured

Loan Info | Rehab | **Property Info** | Borrowers | Finance | Other

ZIP Code: 55122-

Address: 111 4th st

City: Eagan - Dakota

County: Dakota

State: MN

Legal Description:

Value Amount: \$0.00

Valuation Method: Tax Assessment

Building Type: SINGLE\_FAMILY

Year Built: 1978

Category: Existing

Number of Units: 1

Title To Be Held As: Fee Simple

Required value

Complete all fields on  
"Property Info" Tab screen.

# New Loan Commitment

## Borrower Tab

Submit | Add Additional | Backup Loan | Quick Search | Confirmation Report | ? | **New Loan Commitment - Detail**

Lender: 999903 | Test Bank - Inver Grove Heights | Program: Fix Up Loan Secured

Loan Info | Rehab | Property Info | **Borrowers** | Finance | Other

**Borrowers**

Type	Last Name	First Name	MI	Date of Birth	Age	Sex	Marital Status	Relationship	Ethnicity
Borrower									

Double click "borrower" field to enter the primary borrower's information.

Edit Add Delete

Total Household Income: \$0.00 Dependents Under 18: 0

Other Dependents: 0

Household Size:

Disabled Household: ☐

Required value

# New Loan Commitment

## Entering Borrower Information

Submit | Add Additional | Backup Loan | Quick Search | Confirmation Report | ? | **New Loan Commitment - Detail**

Lender: 999903 | Test Bank - Inver Grove Heights | Program: Fix Up Loan Secured

Loan Info | Rehab | Property Info | **Borrowers** | Finance | Other

**Borrowers**

Type	Last Name	First Name	MI	Date of Birth	Age	Sex	Marital Status	Relationship	Ethnicity
Borrower									

Type: Borrower

Φ Last Name: Johnson

Middle Initial:

Φ Date of Birth: 08/01/1980

Φ Sex: Male

On Title: ☐

Race: ☒ White ☐ Asian ☐ Black or African American ☐ American Indian or Alaskan Native ☐ Native Hawaii or Other Pacific Islander

Φ Ethnicity: Non-Hispanic

Credit Score: 721

Credit Report Date: 08/15/2013

Home Phone: (612) 123-4561

Mailing Address: 111 4th St

ZIP Code: 55122-

Φ First Name: John

Φ Social Security: 111-55-5113

Age: 33

Φ Marital Status: Married

Credit Report Agency: Experian

City: Eagan

State: MN

Enter all borrower information. Click "OK" when complete.

OK Cancel

# New Loan Commitment

## Entering Borrower Information

Submit | Add Additional | Backup Loan | Quick Search | Confirmation Report | ? | New Loan Commitment - Detail

Lender: 999903 | Test Bank - Inver Grove Heights | Program: Fix Up Loan Secured

Loan Info | Rehab | Property Info | **Borrowers** | Finance | Other

**Borrowers**

Type	Last Name	First Name	MI	Date of Birth	Age	Sex	Marital Status	Relationship	Ethnicity
Borrower	Johnson	John		08/01/1980	33	Male	Married		Non-Hispanic

Ⓢ Total Household Income: \$54,000.00

Ⓢ Other Dependents: 0

Ⓢ Household Size: 3-Three persons

Ⓢ Disabled Household: ☐

Ⓢ Dependents Under 18: 1

Edit Add Delete

Ⓢ Required value

Borrower will now be listed. To add a co-borrower, select "Add" and enter co-borrower information.

Enter the TOTAL annual household income from ALL owners residing in the household.

Household size should include ALL members of the household.

# New Loan Commitment

## Finance Tab-Eligible Sources

- Use this tab when other financing sources are being used
- The highlighted finance sources are eligible choices for the Fix-up Loan Program
- “Fix Up” is an eligible choice only when committing a CFUL loan

Financing Source	Amount
City Government	\$3,500
*	\$0

Financing Source:

- City Government
- Community Fix Up Fund
- Disaster
- Federal Government
- FEMA
- Fix Up Fund
- Foreclosure Prevention
- Insurance Proceeds
- Interim Lending Program
- Lender
- Local Government
- Nonprofit
- Other
- Owner Developer
- Rehabilitation Loan Program
- Rural Development
- SBA
- Utility
- zzzBlock Grant
- zzzCounty
- zzzDOE
- zzzDOE WX
- zzzEAP
- zzzFmHA
- zzzFoundation
- zzzFoundation grant
- zzzHOME
- zzzMHFA
- zzzMHFA ACCESSIBILITY

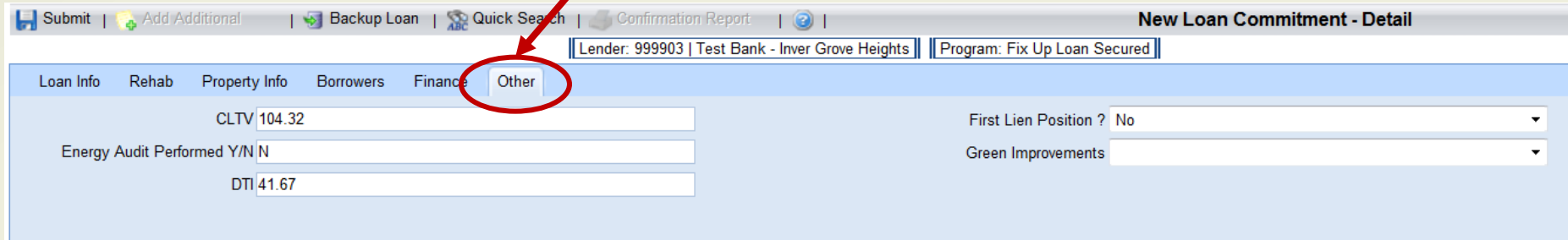
Required value

# New Loan Commitment

## Optional Tab - Secured Loans

The following screen will appear if you selected the “**Fix-up Loan Secured**” program earlier in the commitment process. Complete all the fields under the “Optional” Tab.

Note: Two decimals are required for the CLTV and the DTI fields.



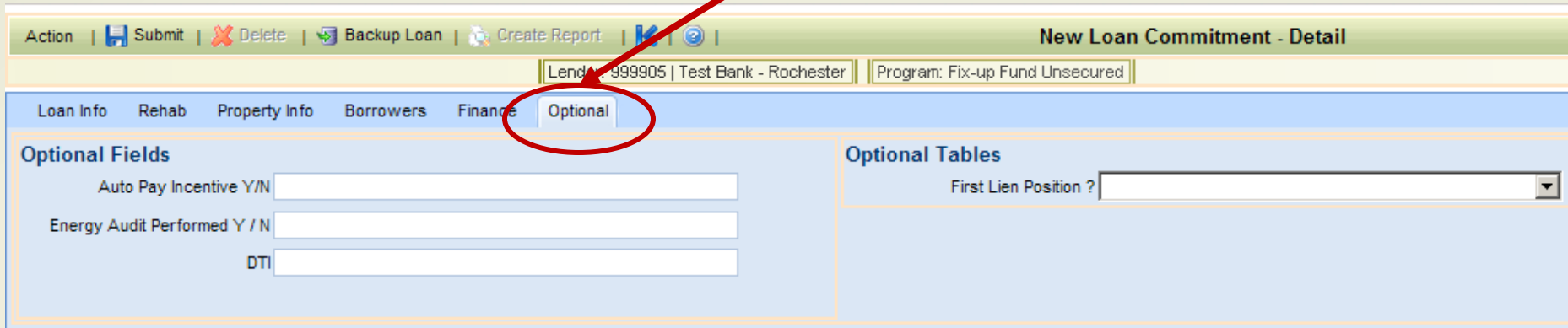
The screenshot shows the 'New Loan Commitment - Detail' form. The top navigation bar includes links for 'Submit', 'Add Additional', 'Backup Loan', 'Quick Search', 'Confirmation Report', and a help icon. The main header displays 'Lender: 999903 | Test Bank - Inver Grove Heights' and 'Program: Fix Up Loan Secured'. Below this is a tabbed interface with 'Loan Info', 'Rehab', 'Property Info', 'Borrowers', 'Finance', and 'Other'. The 'Other' tab is selected and circled in red, with a red arrow pointing to it from the text box above. The form fields are organized into two columns. The left column contains 'CLTV' with the value '104.32', 'Energy Audit Performed Y/N' with the value 'N', and 'DTI' with the value '41.67'. The right column contains 'First Lien Position ?' with a dropdown menu showing 'No', and 'Green Improvements' with a dropdown menu.

Loan Info	Rehab	Property Info	Borrowers	Finance	Other
CLTV 104.32					
Energy Audit Performed Y/N N					
DTI 41.67					
First Lien Position ? No					
Green Improvements					

# New Loan Commitment

## Optional Tab - Unsecured Loans

The following screen will appear if you selected the “**Fix-up Unsecured**” program earlier in the commitment process. Complete all the fields under the “Optional” Tab.



Action | Submit | Delete | Backup Loan | Create Report | |

New Loan Commitment - Detail

Lend 999905 | Test Bank - Rochester | Program: Fix-up Fund Unsecured

Loan Info | Rehab | Property Info | Borrowers | Finance | **Optional**

**Optional Fields**

Auto Pay Incentive Y/N

Energy Audit Performed Y / N

DTI

**Optional Tables**

First Lien Position ?

# New Loan Commitment

## Optional Tab – Community Fix-up Fund Loans

The following screen will appear if you selected the “**Community Fix-up Loan**” program earlier in the commitment process. Complete all the fields under the “Optional” Tab.

Note: Two decimals are required for the CLTV and the DTI fields.

Action | Submit | Delete | Backup Loan | Create Report | ?

New Loan Commitment - Detail

Lender: c99 | Test Bank - Inver Grove Heights | Program: Community Fix-up Fund

Loan Info | Rehab | Property Info | Borrowers | Finance | **Optional**

**Optional Fields**

CLTV

Energy Audit Performed Y / N

DTI

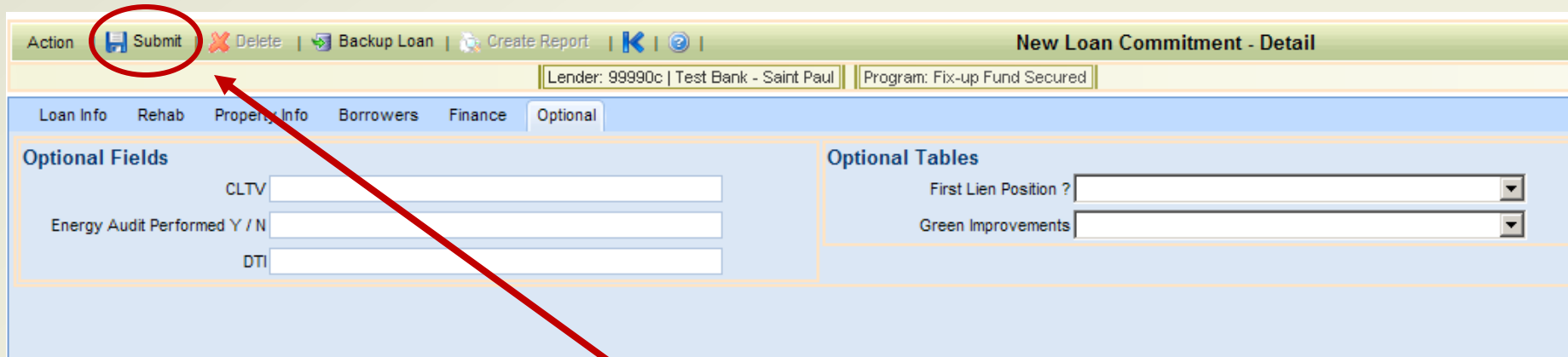
**Optional Tables**

First Lien Position ?



# New Loan Commitment

## Submit Loan



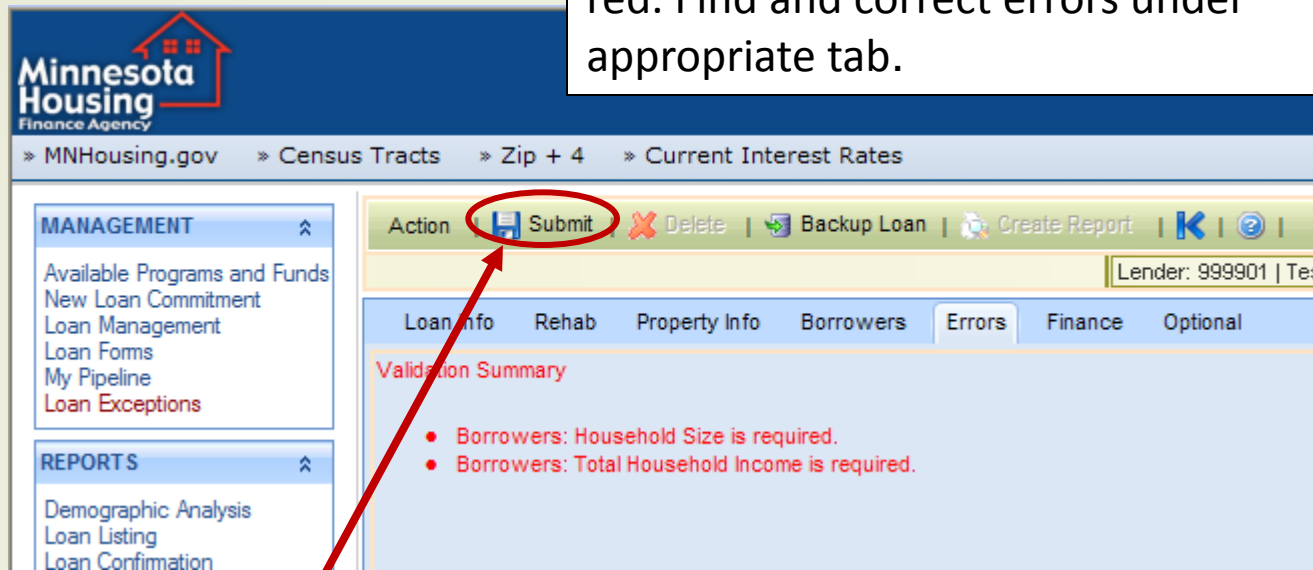
The screenshot shows a web application interface for 'New Loan Commitment - Detail'. At the top, there is an 'Action' bar with buttons: 'Submit' (circled in red), 'Delete', 'Backup Loan', and 'Create Report'. Below this, there are fields for 'Lender: 99990c | Test Bank - Saint Paul' and 'Program: Fix-up Fund Secured'. The main content area has tabs: 'Loan Info', 'Rehab', 'Property Info', 'Borrowers', 'Finance', and 'Optional' (which is selected). Under the 'Optional' tab, there are two sections: 'Optional Fields' and 'Optional Tables'. 'Optional Fields' includes input fields for 'CLTV', 'Energy Audit Performed Y / N', and 'DTI'. 'Optional Tables' includes dropdown menus for 'First Lien Position ?' and 'Green Improvements'.

Once all information has been entered, click the “Submit” tab. The system may take a minute or two to update.

# New Loan Commitment

## Fixing Errors

1. If there are errors after submitting a loan, an error message will appear in red. Find and correct errors under appropriate tab.



2. Click "Submit" again.

# New Loan Commitment

## Successful Commitment

1. A message summary will appear once the loan is successfully committed, and a Minnesota Housing loan number is assigned.

Update | Add/Additional | Backup Loan | Quick Search | **Confirmation Report** |

**New Loan Commitment - Detail**

Lender: 999903 | Test Bank - Inver Grove Heights | Program: Fix Up Loan Secured | Borrower: Johnson, John | Loan Number: 0012620709 | Stage: Commitment | Status: Current

Message Summary

- The loan was added successfully.
- The current loan's stage is Commitment.
- You can use the [Create Report] toolbar button any time to create a report to print.

Loan Info | Rehab | Property Info | Borrowers | Finance | Other

Loan Number: 0012620709

Lender Loan Number:

Commitment Date: 09/13/2013

RHFB ALF 2 HI Fix Up Reg (FF)

Purchase Approved

2. Click on “Confirmation Report” button to create a report to print with details of the commitment. (Not required, but useful.)

# Updating A Commitment

- Private Data not visible after submission (SSN, DOB)
- Contact Minnesota Housing Help Desk if changes need to be made to the following data fields:
  - SSN
  - DOB
  - Property Address
  - Loan Program
- Help Desk: 651.296.8215 or 800.710.8871

# Updating A Commitment

The screenshot shows the Minnesota Housing Finance Agency's loan management system. On the left is a navigation menu with two main sections: 'MANAGEMENT' and 'REPORTS'. The 'MANAGEMENT' section includes 'Available Programs and Funds', 'New Loan Commitment', 'Loan Management' (circled in red), 'Loan Forms', 'My Pipeline', and 'Loans with Deficiencies'. The 'REPORTS' section includes 'Demographic Analysis', 'Loan Listing', 'Loan Confirmation', 'Exceptions/Deficiencies' (highlighted in red), 'Pending Documents', and 'Loan Certification'. The main content area has a top bar with 'Clear', 'Search Loans' (circled in red), 'Advanced Search', and 'Loan Management - Quick Search Criteria'. Below this are input fields for 'Loan Number:', 'Last Name:', 'Lender Loan Number:', and 'First Name:'. A text box with an arrow pointing to the 'Search Loans' button contains the instruction: '2. Enter your search criteria and click "Search Loans."' Below the search bar is another navigation bar with 'Quick Search', 'Advanced Search', 'Detail', 'Update Commitment' (circled in red), and 'Funding Approve'. Below this is a table of loan data. A text box with an arrow pointing to the 'Update Commitment' button contains the instruction: '3. Single click on the loan and click "Update Commitment"'. A third text box with an arrow pointing to the 'Loan Management' menu item contains the instruction: '1. You can update your loans at any point prior to "Funding Approve" by clicking on "Loan Management."'.

1. You can update your loans at any point prior to "Funding Approve" by clicking on "Loan Management."

2. Enter your search criteria and click "Search Loans."

3. Single click on the loan and click "Update Commitment"

Loan Number	Last Name	First Name	Commitment Date
0012620709	Johnson	John	09/13/2013

# Updating a Commitment

## Rehab Tab

Minnesota Housing Finance Agency

MNHousing.gov » Census Tracts » Zip + 4 » Current Interest Rates

MANAGEMENT

- Available Programs and Funds
- New Loan Commitment
- Loan Management
- Loan Forms
- My Pipeline
- Loan Exceptions

REPORTS

- Demographic Analysis
- Loan Listing
- Loan Confirmation
- Overdue Exception
- Pending Documents
- Loan Certification

Action | Submit | Delete | Backup Loan | Create Report | K | ?

New Loan Commitment

Lender: 999901 | Test Bank | Program: Fix-Up Fund Loan Program

Loan Info | Rehab | Property Info | Borrowers | Finance | Optional

Rehab

Rehab Type	Amount
Electrical Improvements	\$5,000.00
* Exterior Finishing	\$5,000.00

Rehab Type: Exterior Finishing

Amount: \$5,000.00

OK Cancel

Total Rehab Amount: \$10,000.00

Refinance Amount: \$0.00

Total Amount: \$10,000.00

Add Delete

1. Click the "Add" tab to enter improvements.

2. Select improvement from drop down menu, enter amount, and click "OK."

3. Verify "Total Rehab Amount" matches the "Total Amount."

4. Repeat for each different improvement to be made.

Note: Unless refinance is selected, the Total Rehab amount will populate to the total amount box. Ensure the total rehab amount, total amount, and loan amount on the loan tab are all equal.

# Updating a Commitment

## Rehab Tab-Eligible Improvements

- The highlighted improvement categories are eligible choices for the Fix-up Fund Program.

The screenshot displays the 'Rehab' tab in a software application. The interface includes tabs for 'Loan Info', 'Rehab', 'Property Info', 'Borrowers', 'Finance', and 'Optional'. The 'Rehab' tab is active, showing a table with columns 'Rehab Type' and 'Amount'. The 'Amount' column shows '\$0.'. A dropdown menu is open for 'Rehab Type', listing various improvement categories. The following categories are highlighted in yellow, indicating they are eligible for the Fix-up Fund Program:

- Borrower Cost (+)
- Demolition
- Purchase Gap
- Borrower Contribution (-)
- Electrical Improvements
- Energy Conservation + Insulation (including windows)
- Exterior Finishing
- Handicap Accessibility Improvements
- Heating + Ventilation Improvements
- Interior Finishing
- Landscape Improvements
- Other
- Plumbing Improvements
- Roofing Improvements
- Structural Additions + Alterations

Below the highlighted categories, there are several 'Lead' categories (e.g., 'Lead Electrical Improvements', 'Lead Energy Conservation + Insulation (including windows)', etc.) and other categories like 'Contingency', 'Demolition Costs', and 'Garage'. A blue icon and text 'Required value' are visible at the bottom left of the dropdown menu.

# Updating A Commitment

The screenshot displays a web application interface for managing loan commitments. At the top, there is a navigation bar with several buttons: 'Update' (circled in red), 'Cancel Loan', 'Add Additional', and 'Confirmation Report'. Below the navigation bar, a breadcrumb trail shows the current path: 'Lender: 999903 | Test Bank - Inver Grove Heights' > 'Program: Fix Up Loan Secured' > 'Borrower:'. A 'Message Summary' section contains a single bullet point: 'The loan was modified successfully.' Below this, there are tabs for 'Loan Info', 'Rehab', 'Origination', 'Property Info', 'Borrowers', 'Finance', 'Workflow', and 'Other'. The 'Origination' tab is currently selected. Under this tab, there are input fields for 'Lender:' (pre-filled with 'Test Bank - Inver Grove Heights'), 'Loan Officer:', and 'Loan Processor:'. A 'Dates' section is also visible, containing a 'Cancel:' field. A red arrow points from the 'Update' button to the success message.

Modify your loan information and click "Update."

A message will appear indicating that the loan was successfully modified.



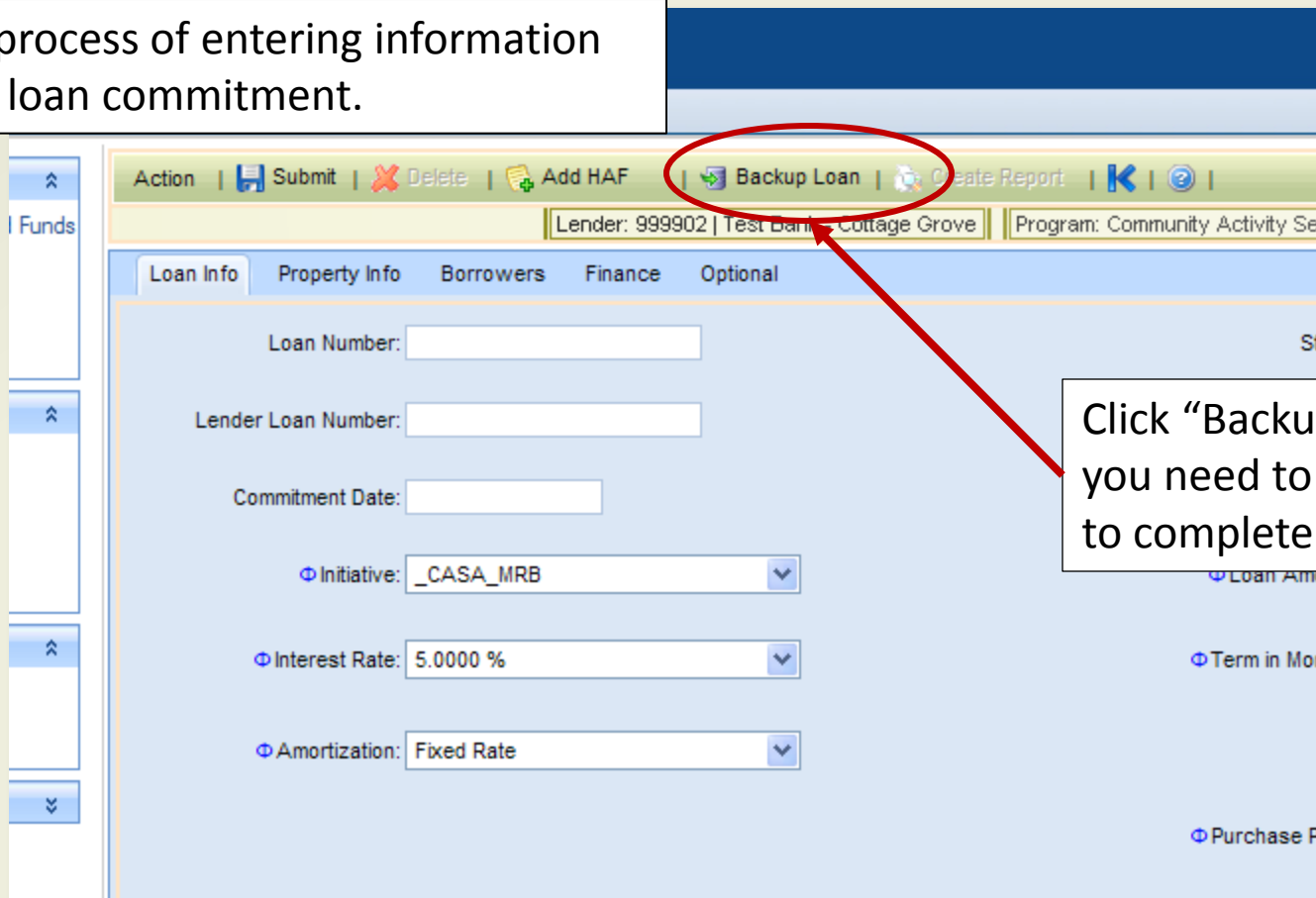
# “Caching” or Saving an Incomplete Loan



- Allows you to save a partially completed loan commitment to finish at a later time
- No interest rate is committed
- No funds are committed
- Saved in Cache for 7 days
- Maximum of 10 records per user

# “Caching” or Saving an Incomplete Loan

Start the process of entering information for a new loan commitment.



The screenshot shows a web application interface for loan entry. At the top, there is a navigation bar with buttons: Action, Submit, Delete, Add HAF, Backup Loan, and Create Report. The 'Backup Loan' button is circled in red. Below the navigation bar, there is a header section with fields for Lender: 999902, Test Bank, Cottage Grove, and Program: Community Activity Set. Below this is a tabbed interface with tabs: Loan Info, Property Info, Borrowers, Finance, and Optional. The 'Loan Info' tab is selected. The form contains several input fields and dropdown menus: Loan Number, Lender Loan Number, Commitment Date, Initiative (dropdown menu with value \_CASA\_MRB), Interest Rate (dropdown menu with value 5.0000 %), Amortization (dropdown menu with value Fixed Rate), Loan Amount, Term in Months, and Purchase Price.

Click “Backup Loan” if you need to store file to complete later.

# “Caching” or Saving an Incomplete Loan

**MANAGEMENT**

- Available Programs and Funds
- New Loan Commitment**
- Loan Management
- Loan Forms
- My Pipeline
- Loan Exceptions

**REPORTS**

- Demographic Analysis
- Loan Listing
- Loan Confirmation
- Overdue Exception
- Pending Documents
- Loan Certification

**GENERAL**

- Help
- Home
- Log Off

**Administrator Info**

Action | Submit | Delete | Add HAF |

Lender: 999902 |

**Message Summary**

- The loan was successfully backed up in the cache.

Loan Info | Property Info | Borrowers | Finance | Op

Loan Number:

Lender Loan Number:

Date:

ative:

Rate:

1. A message will appear that the loan was successfully backed up in the cache.

2. To restore the loan at any time, click on “New Loan Commitment.”

# “Caching” or Saving an Incomplete Loan

The screenshot displays the Minnesota Housing Finance Agency's loan management system. On the left is a navigation menu with sections: MANAGEMENT (Available Programs and Funds, New Loan Commitment, Loan Management, Loan Forms, My Pipeline, Loan Exceptions), REPORTS (Demographic Analysis, Loan Listing, Loan Confirmation, Overdue Exception, Pending Documents, Loan Certification), and GENERAL (Help). The main area features a toolbar with 'Delete Loan' (red X icon), 'Create Loan' (green plus icon, circled in red), and 'Restore Loan' (blue plus icon). Below the toolbar is a table titled 'Current Loans in Cache' with columns for 'Last Name' and 'First Name'. A red arrow points from the 'Create Loan' button to the table, and another red arrow points from a text box to a row in the table. A third red arrow points from the 'Restore Loan' button to the same row.

**MANAGEMENT**

- Available Programs and Funds
- New Loan Commitment
- Loan Management
- Loan Forms
- My Pipeline
- Loan Exceptions

**REPORTS**

- Demographic Analysis
- Loan Listing
- Loan Confirmation
- Overdue Exception
- Pending Documents
- Loan Certification

**GENERAL**

- Help

Action | Delete Loan | **Create Loan** | Restore Loan |

### Current Loans in Cache

	Last Name ▲	First Name ▲

1. Single click on loan.

2. Click on “Restore Loan” to retrieve loans stored in Cache.

# “Caching” or Saving an Incomplete Loan

Select the “Program Choice” tab.

The screenshot shows the Minnesota Housing Finance Agency website. The 'Program Choice' tab is selected in the top navigation bar. The left sidebar contains links for 'Available Programs and Funds', 'REPORTS', and 'GENERAL'. The main content area displays a message from the MHFA Homes Division and a section titled 'Please select from the following financing options:'. This section contains a table with the following rows: 'First Mortgage', 'Down Payment', 'Home Improvement', and 'Foreclosure Prevention'. A red circle with a diagonal line through it is drawn over the first three rows, and a red arrow points from a text box below to this area. The text box contains the instruction: 'Do NOT click on the “Program Type.”'

Program Type
First Mortgage
Down Payment
Home Improvement
Foreclosure Prevention

# “Caching” or Saving an Incomplete Loan

1. Single click the program under which you will be reserving funds.

2. Click on “New Loan.”

The screenshot shows the Minnesota Housing Finance Agency website interface. The top navigation bar includes the agency logo and the text 'NHousing.gov » Census Tracts » Zip + 4 » Current Interest Rates'. Below this, there is a sidebar with various menu items under categories like 'MANAGEMENT', 'PORTS', and 'GENERAL'. The main content area features a 'Programs' section with a table of available programs. A red circle highlights the 'New Loan' button in the top action bar, and a red arrow points from a text box to it. Another red arrow points from a text box to the 'Community Fix Up Fund Program' in the table. The table has columns for 'Program Name' and 'Program Code'.

	Program Name	
+	Community Activity Set Aside (MBS)	CASAM
+	Community Fix Up Fund Program	CFUF
+	Fix-Up Fund Loan Program	FUF
+	Foreclosure Prevention Asst. Program	FPAP
+	MN Mortgage Program (MBS)	MMPMS

# “Caching” or Saving an Incomplete Loan

Minnesota Housing Finance Agency

NHousing.gov » Census Tracts » Zip + 4 » Current Interest Rates

MANAGEMENT

- Available Programs and Funds
- New Loan Commitment
- Loan Management
- Loan Forms
- Loan Pipeline
- Loan Exceptions

REPORTS

- Demographic Analysis
- Loan Listing
- Loan Confirmation
- Overdue Exception
- Pending Documents
- Loan Certification

GENERAL

- Help
- Home
- Log Off

Administrator Info

Action | New Loan | Previous

Program Criteria

Program: Community Activity Set Aside (MB)

Lender: Test Bank - Cottage Grove

Validation Summary

- Loan: Lender/Originator is required.

Required value

Enter your branch from the drop down list.

You will be brought to the main screen where you will be able to view all of the information you originally entered for your Cached loan. Complete the usual process for registering a new loan commitment.



# Funding Approve

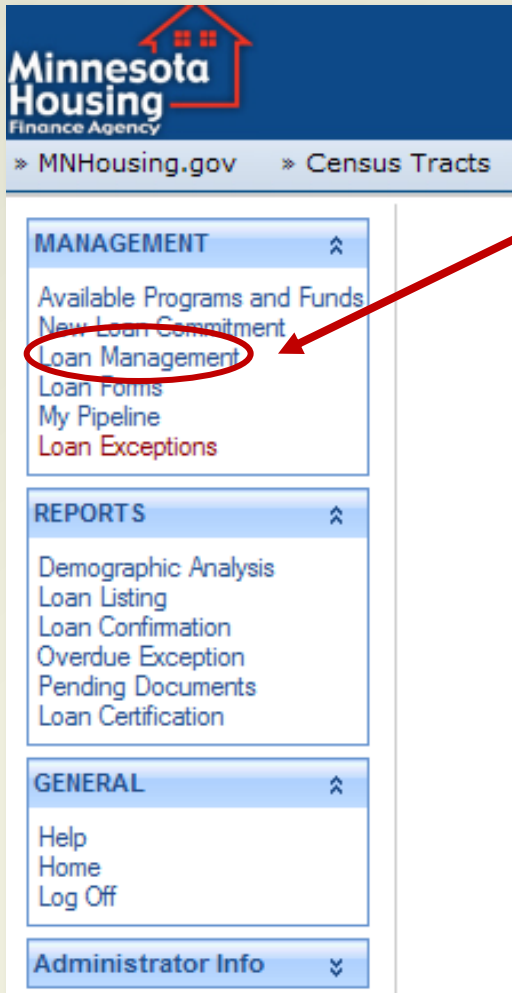




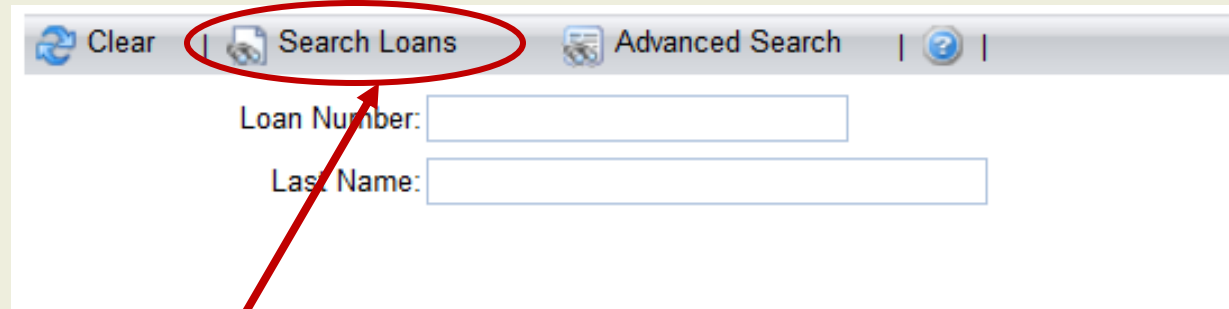
# Funding Approve

- Carefully review all information in and update all data fields prior to “Funding Approve.”
- When you fund approve a closed loan you are certifying that the data is true and correct and that you have followed all Minnesota Housing policy guidelines and requirements.
- Must be done after loan closing and after three day right of rescission period (if applicable).
- “Funding Approve” incorrect information may jeopardize your ability to be fully reimbursed by Minnesota Housing.

# Funding Approve



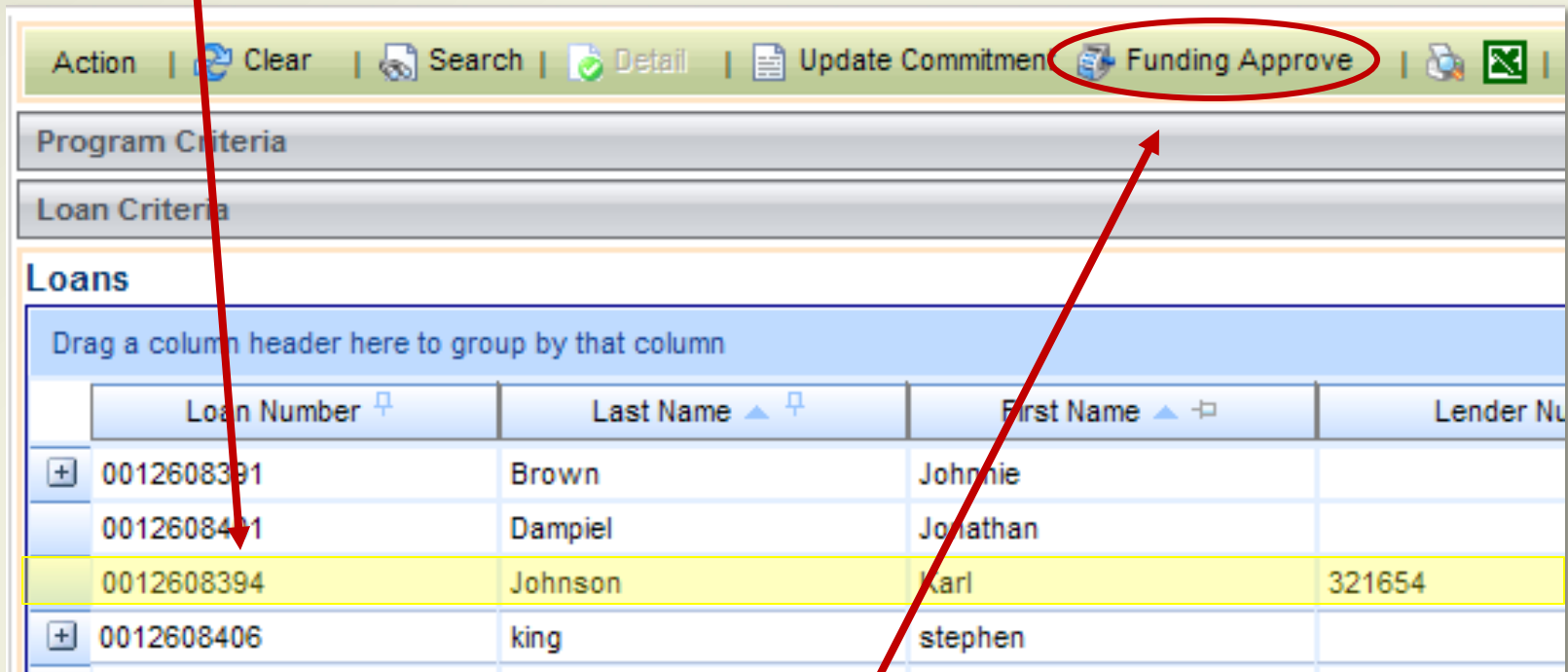
1. Click on Loan Management.



2. Search for your loan.

# Funding Approve

1. Single click on the loan you want to fund approve  
(double clicking will only allow you to update the loan).



Action	Clear	Search	Detail	Update Commitmen	<b>Funding Approve</b>	
Program Criteria						
Loan Criteria						
<b>Loans</b>						
Drag a column header here to group by that column						
	Loan Number	Last Name	First Name	Lender Nu		
+	0012608391	Brown	Johnnie			
	0012608401	Dampiel	Jonathan			
	0012608394	Johnson	Karl	321654		
+	0012608406	king	stephen			

2. Click "Funding Approve."

# Funding Approve

1. Enter information in all tabs and enter data in each field.

Fields marked on the left with this blue symbol are required fields.

# Funding Approve

1. Enter information in all fields.

4. Verify data in all tabs and click “Funding Approve.”

Minnesota Housing Finance Agency

MNHousing.gov » Census Tracts » Zip + 4 » Current Interest Rates

MANAGEMENT

- Available Programs and Funds
- New Loan Commitment
- Loan Management
- Loan Forms
- My Pipeline
- Loan Exceptions

REPORTS

- Demographic Analysis
- Loan Listing
- Loan Confirmation
- Overdue Exception
- Pending Documents
- Loan Certification

GENERAL

Action | Update | **Funding Approve** | Create Report | K |

Loan Management - Detail

Lender: 333301 | Test Bank | Program: Fix-Up Fund Loan Program | Loan Number: 0012609314 | Stage: Commitment

Loan Info | Details | Rehab | Origination | Property Info | Borrowers | Financials

Loan Amount: \$10,000.00 See Rehab Details

Unpaid Principal Balance: \$10,000.00

Note Amount: \$10,000.00

P&I: \$110.97

Commitment Date: 04/26/2011

Closing Date: 04/26/2011

First Payment Date: 06/01/2011

Next Payment Date: 07/01/2011

Maturity Date: 05/01/2021

Purchase Post Date:

Disbursement Date: 04/29/2011

2. Review the signed and executed Note to ensure that the “Note Amount” in the Loan Commitment system is correct.

3. Ensure ALL dates match the note and mortgage.

# Funding Approve

If there are errors after Fund Approving a loan, an error message will appear in **red**.

The screenshot displays the Minnesota Housing Finance Agency web application interface. The top navigation bar includes the agency logo and a breadcrumb trail: » MNHousing.gov » Census Tracts » Zip + 4 » Current Interest Rates. A left sidebar contains two main sections: 'MANAGEMENT' with links like 'Available Programs and Funds', 'New Loan Commitment', 'Loan Management', 'Loan Forms', 'My Pipeline', and 'Loan Exceptions'; and 'REPORTS' with links like 'Demographic Analysis', 'Loan Listing', 'Loan Confirmation', and 'Overdue Exception'. The main content area is titled 'Loan Management - Detail' and shows a loan record for 'Lender: 999001 | Test Bank', 'Program: Fix-Up Fund Loan Program', 'Borrower: Clauson, Tom', and 'Loan Number: 0012609314'. The 'Errors' tab is selected, displaying a 'Validation Summary' with the following error message in red text: 'Compliance Problems: Loan Number 0012609314. Go to the Optional Tab to indicate if an Energy Audit has been performed for the subject property. The answer should be Capital Y for yes or Capital N for no.' A red circle highlights the 'Funding Approve' button in the top action bar, and a red arrow points from the error message to this button.

Correct the listed errors and click “Funding Approve” again.

# Funding Approve

Action | Update | Funding Approve | Create Report | | Loan Manager

Lender: 999901 | Test Bank | Program: Fix-Up Fund Loan Program | Borrower: Clauson, Tom | Loan Number: 0012609314

Loan Info Details Rehab Origination Property Info Borrowers Finance Optional **Funding**

### Fees

Loan Number ▲	Description ▲	Amount
0012609314	Lender Fee	\$200.00
0012609314	Loan Amount	\$10,000.00
		\$10,200.00

### Funding Approval

☒ By clicking on the **I Approve the Funding of the Loan** button, I certify that:

- ☐ All information provided to Minnesota Housing via the Single Family Mortgages Online System (SFMOS) is accurate and complete.
- ☐ The loan is in compliance with all applicable Minnesota Housing manuals, policies and procedures.
- ☐ All required loan documents have been executed.
- ☐ The loan is in compliance with all applicable laws and regulations.

**I Approve the Funding of the Loan**

1. Click the box to approve funding of the loan. Doing so certifies that you've reviewed the file and are in compliance with Minnesota Housing requirements.

2. Click on "I approve the Funding of the Loan."

Be sure that all information entered in the Loan Commitment is correct and matches the closing documents. Minnesota Housing has limited ability to fix errors after closing.

# Funding Approve

**Read-only.** Lender: 999901 | Test Bank | Program: Fix-Up Fund Loan Program | Borrower: Clauson, Tom | Loan Number

Message Summary

- The loan was modified successfully.
- The current loan's stage is Purchase Approved.
- You can use the [Create Report] toolbar button any time to create a report to print.

Loan Info Details Rehab Origination Property Info Borrowers Finance Optional Funding Disbursement

**Disbursement**

Disbursement Number: 1 Description: Full Amount

Fee Percent: 100.0000 % Type: Purchase

Non-Fee Percent: 100.0000 % Disbursement Date: 04/29/2014

**Disbursement Details**

Loan Number ▲	Source ▲	Des
0012609314	RHFB ALF2 HI Fix-Up Reg	Lender Fee
0012609314	RHFB ALF2 HI Fix-Up Reg	Loan Amount

**Disbursement Approval**

☒ The disbursement of the loan has been approved.

The loan is "Read only".

A message will appear to indicate that the loan was successfully modified and the stage is purchase approved.

No additional updates can be made once the loan is Purchase Approved.



# Funding/Compliance Approve

## Recap

1. Loan information is updated in the Loan Commitment system prior to closing.
2. Loan is closed.
3. Information is reviewed for accuracy and updated again based on closing documents.
4. Loan is “Funding Approved” after three day right of rescission.
5. Loan is funded two (2) business days after loan has been “Funding Approved.”

# Forms



# Forms Generator

- Access and complete Minnesota Housing Forms online with the Loan Commitment system.
- Search for loans and create printable forms for the loan.
- Will auto-populate with information entered in HDS.
- Please review documents carefully prior to closing for accuracy.

# Forms Generator

The screenshot shows a web application interface for a 'Forms Generator'. On the left is a navigation menu with sections: MANAGEMENT (containing Available Programs and Funds, New Loan Commitment, Loan Management, Loan Forms, My Pipeline, and Loan Exceptions), REPORTS (containing Demographic Analysis), and GENERAL (containing Help, Home, Log Out, and Administrator Info). The main area has a top bar with 'Action', 'Clear', 'Search', 'Forms', and a 'Go' button. Below this are sections for 'Program Criteria', 'Loan Criteria', and 'Loans'. The 'Loan Criteria' section has input fields for 'Loan Number', 'Last Name' (containing 'Bob'), and 'Social Security'. Below these are checkboxes for 'Stage' with options: Commitment, Purchased, Purchase Approved, and Final Docs. The 'Loans' section contains a table with columns 'Loan Number', 'Last Name', and 'First Name'. The first row of data shows '0012611308', 'Bob', and 'Sponge'. Red circles and arrows highlight the 'Loan Forms' menu item, the 'Search' button, the 'Last Name' input field, and the 'Bob' entry in the 'Last Name' column of the 'Loans' table.

1. Click "Loan Forms."

2. Type in Last Name of borrower.

3. Search for borrower.

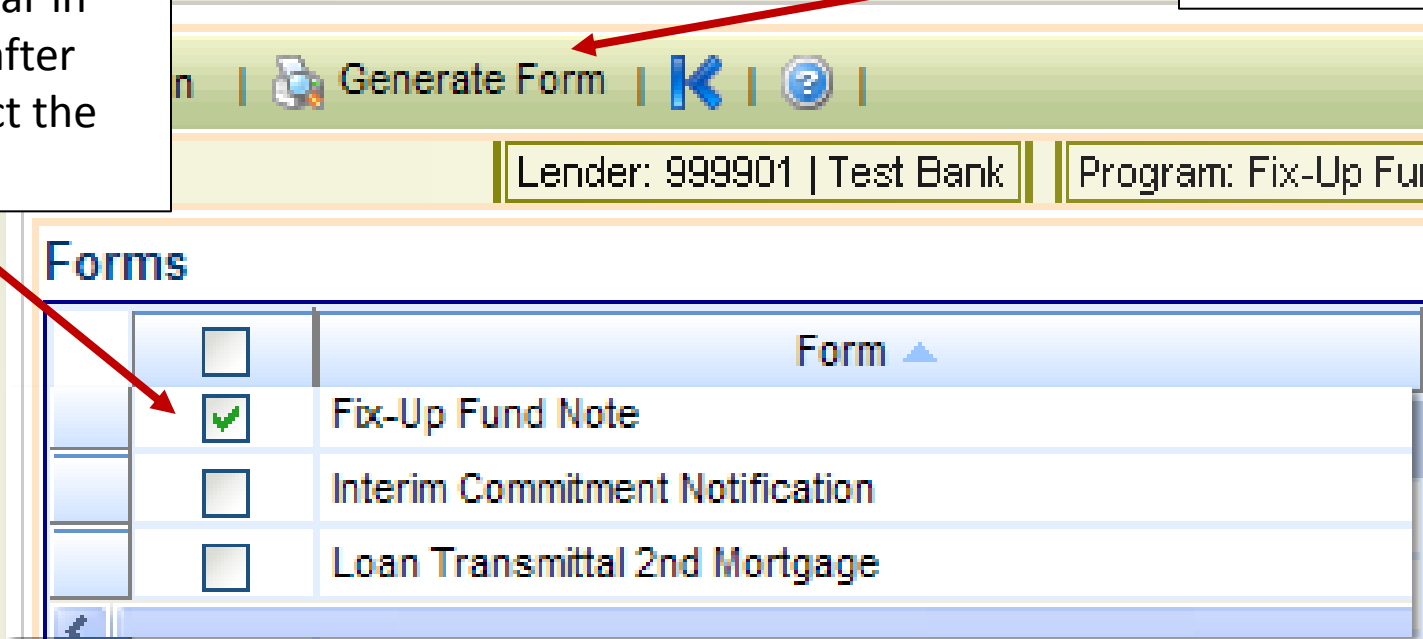
4. Double click on borrower to open loan record.

Loan Number	Last Name	First Name
0012611308	Bob	Sponge

# Forms

1. Click on the forms you want to print. A check will appear in the box after you select the form.

2. Click "Generate Form."



The screenshot shows a web interface for selecting forms. At the top, there is a green bar with a printer icon and the text "Generate Form". Below this bar, there are two fields: "Lender: 999901 | Test Bank" and "Program: Fix-Up Fund". The main section is titled "Forms" and contains a table with a column of checkboxes and a column of form names. The first checkbox is checked, and a red arrow points to it from the first instruction box. A second red arrow points from the second instruction box to the "Generate Form" button. The table lists the following forms:

<input type="checkbox"/>	Form ▲
<input checked="" type="checkbox"/>	Fix-Up Fund Note
<input type="checkbox"/>	Interim Commitment Notification
<input type="checkbox"/>	Loan Transmittal 2nd Mortgage

3. Carefully review each document for accuracy.

# Forms Generator

- Verify ALL Loan Commitment system data is accurate and matches the loan file.
  - That borrowers names match on all loan documents.
  - Your company's legal entity name throughout all forms. The Loan Commitment system uses "branch name" which may be different than the legal entity name.

# Canceling a Commitment



- Use caution when canceling a commitment.
- You cannot cancel the current loan and recommit a new loan on the same property within 90 days of the original commitment.

# Canceling a Commitment

1. Retrieve record from "Loan Management."

4. Click "Create Report" (if necessary for underwriter).

The screenshot displays the 'Loan Management' interface. On the left, a sidebar contains three main sections: 'MANAGEMENT' with links like 'Available Programs and Funds', 'New Loan Commitment', 'Loan Management' (circled in red), 'Loan Forms', 'My Pipeline', and 'Loan Exceptions'; 'REPORTS' with links like 'Demographic Analysis', 'Loan Listing', 'Loan Confirmation', 'Overdue Exception', 'Pending Documents', and 'Loan Certification'; and 'GENERAL' with links like 'Help', 'Home', and 'Log Off'. The main area shows a form for a loan with fields for 'Loan Number: 0012609312', 'Lender Loan Number', 'Commitment Date: 04/25/2011', 'Interest Rate: 5.9900 %', and 'Amortization: Simple Interest'. The 'Stage' is 'Commitment' and 'Status' is 'Current'. At the top, there are buttons for 'Update', 'Cancel' (circled in red), and 'Create Report' (circled in red). A 'Windows Internet Explorer' dialog box is open, asking 'Are you sure you want to cancel?' with 'OK' and 'Cancel' buttons. The 'OK' button is circled in red.

2. Click "Cancel."

3. Click "OK."



# Canceling a Commitment

Minnesota Housing Finance Agency

MNHousing.gov » Census Tracts » Zip + 4 » Current Interest Rates

MANAGEMENT

- Available Programs and Funds
- New Loan Commitment
- Loan Management
- Loan Forms
- My Pipeline
- Loan Exceptions

REPORTS

Action | Update | Cancel | Add HAF | Create Report | K | ?

**Loan Management - Detail**

**Read-only.** Lender: 999901 | Test Bank | Program: Community Activity Set Aside (MBS) | Borrower: Brown, Johnnie | Loan Number: 0012608391 | Stage: Commitment

Commitment | Status: Cancelled

Loan Info | Origination | Property Info | Borrowers | Finance | Workflow | Options | HAF Info

Loan Number: 0012608391

Stage: Commitment

Status: Cancelled

The file becomes “Read-only” and the status is “Canceled.”

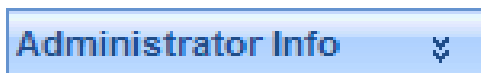
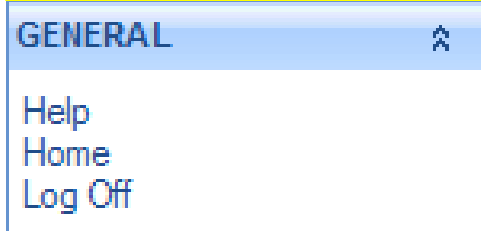
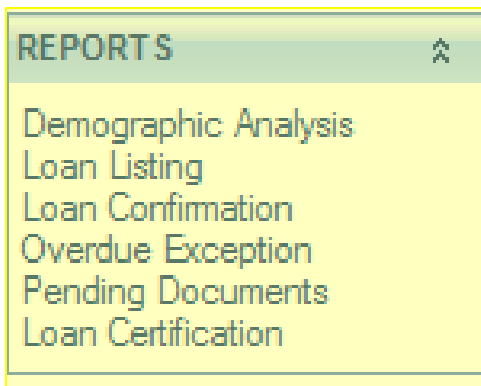
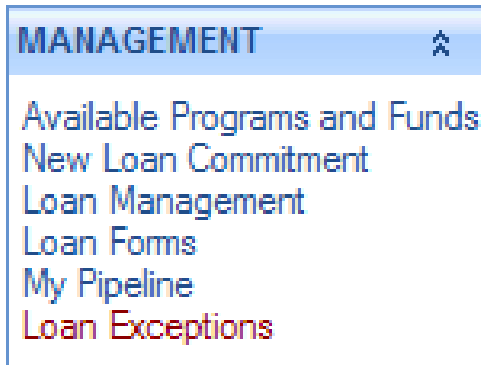
# Who is My Internal Web Administrator?

- Contact information for your company's Web Administrator is found here.
- Contact your internal Web Administrator for:
  - User name and password
  - System access and privileges
  - Basic system questions

The screenshot shows a web application interface with three main sections: MANAGEMENT, REPORTS, and GENERAL. The MANAGEMENT section includes links for Available Programs and Funds, New Loan Commitment, Loan Management, Loan Forms, My Pipeline, and Loan Exceptions. The REPORTS section includes links for Demographic Analysis, Loan Listing, Loan Confirmation, Overdue Exception, Pending Documents, and Loan Certification. The GENERAL section includes links for Help, Home, and Log Off. Below these sections is the 'Administrator Info' section, which contains the following information:

Administrator Info	
Name:	Web Administrator
E-mail:	web.administrator@testbank.com
Phone Number:	(651) 480-0000
Entity Name:	Test Bank

# Reports



← Various reports are available in the Reports module

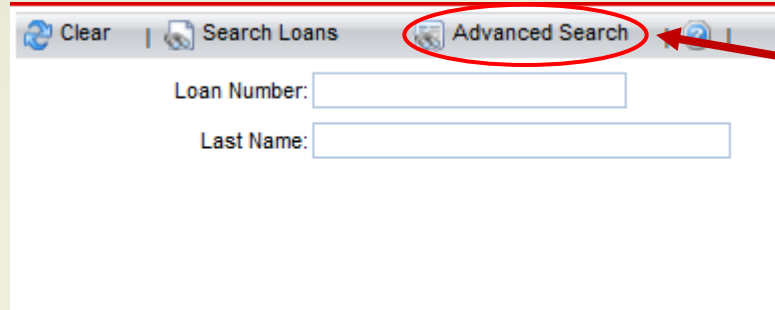
# Locating a Confirmation Report

1. Click on “Loan Management.”

## MANAGEMENT

Available Programs and Funds  
New Loan Commitment  
**Loan Management**  
Loan Forms  
My Pipeline  
Loans with Deficiencies

## REPORTS

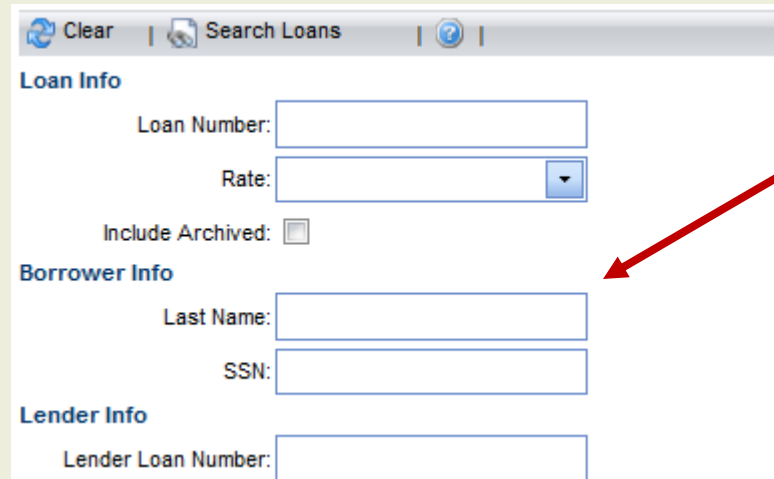


Clear | Search Loans | **Advanced Search**

Loan Number:

Last Name:

2. Select “Advanced Search.”



Clear | Search Loans | ?

**Loan Info**

Loan Number:

Rate:  ▼

Include Archived: ☐

**Borrower Info**

Last Name:

SSN:

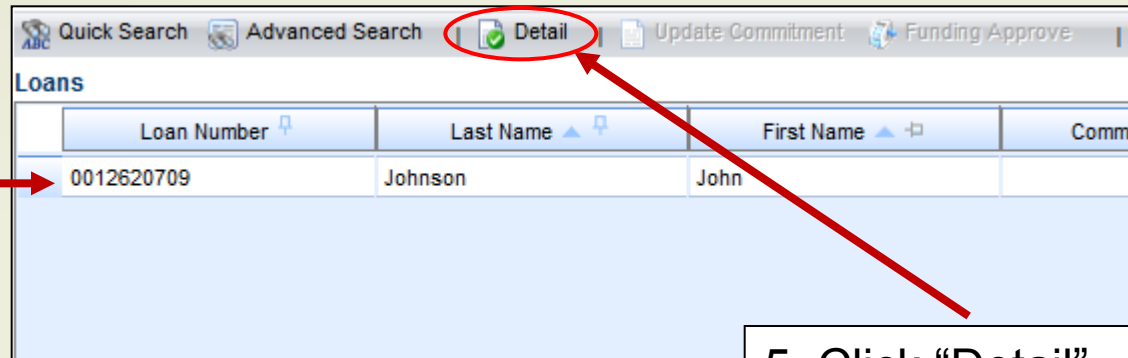
**Lender Info**

Lender Loan Number:

3. Enter search criteria.

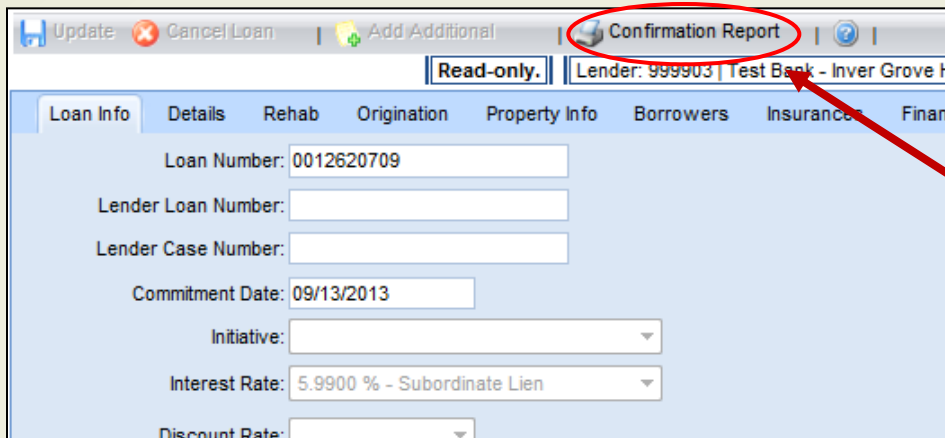
# Locating a Confirmation Report

4. Single click on the loan.



The screenshot shows a web application interface with a top navigation bar containing 'Quick Search', 'Advanced Search', 'Detail' (circled in red), 'Update Commitment', and 'Funding Approve'. Below the navigation bar is a table titled 'Loans'. The table has columns: 'Loan Number', 'Last Name', 'First Name', and 'Comm'. A single row is visible with the values: '0012620709', 'Johnson', 'John', and an empty cell. A red arrow points from the 'Detail' button to the 'Detail' column header, and another red arrow points from the 'Detail' button to the 'Detail' column header.

5. Click "Detail", wait for page to load.



The screenshot shows a web application interface for a 'Confirmation Report'. The top navigation bar contains 'Update', 'Cancel Loan', 'Add Additional', and 'Confirmation Report' (circled in red). Below the navigation bar is a tabbed interface with tabs: 'Loan Info', 'Details', 'Rehab', 'Origination', 'Property Info', 'Borrowers', 'Insurance', and 'Finance'. The 'Loan Info' tab is selected. The form contains the following fields: 'Loan Number' (0012620709), 'Lender Loan Number' (empty), 'Lender Case Number' (empty), 'Commitment Date' (09/13/2013), 'Initiative' (dropdown menu), 'Interest Rate' (5.9900 % - Subordinate Lien), and 'Discount Rate' (dropdown menu). A red arrow points from the 'Confirmation Report' button to the 'Confirmation Report' tab.

6. Click "Confirmation Report/"



# General

Information about various  
Loan Commitment system  
functions available in Help  
module

# Avoiding Common Errors

- Review information for accuracy before populating system data to your forms.
- Have closing paperwork with you when “Funding Approve” a loan.
- Review all information prior to funding approve.

# Minnesota Housing Resources

- Program Manual and Forms Available Online [here](#).
- Visit [www.mnhousing.gov](http://www.mnhousing.gov) for more resources.





# Partner Solutions Team



Minnesota Housing staff is  
available from  
7:30 a.m. - 5 p.m. to  
answer your questions at:

651.296.8215 or 800.710.8871  
[mnhousing.solution@state.mn.us](mailto:mnhousing.solution@state.mn.us)